

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 20 – 22, 2001

Collective Bargaining Identification: R01

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Fred Freeman, Staff Services Analyst
Migdalia Siaca, Staff Services Analyst
Susan Trevino, Associate Personnel Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position
Report dated June 29, 2001 there are 452.50 incumbents in
this classification.

Subject Matter Expert(s):

Gordon Alder	Staff Services Manager I, Parole and Community Services Division
Rayetta Boatright	Staff Services Manager I, Parole and Community Services Division
Shelley Cresse	Staff Services Manager I, Facilities and Business Management Division
Judy Jasso	Associate Governmental Program Analyst, Institutions Division
Richard Robinson	Staff Services Manager I, Health Care Services
Karla Sarron	Energy Resources Specialist II, Facilities and Business Management
Maureen Sharp	Correctional Program Manager, Office of Substance Abuse

The above subject matter experts remained the same during the entire job analysis process.

INFORMATION GATHERING
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The initial list of task statements and the initial list of knowledge, skills and ability statements were identified after conducting a literature review which consisted of the following:

The State of California Personnel Board Class Specifications for Associate Governmental Program Analyst;

The State of California Personnel Board Class Specifications for Office Technician

Personnel Operations Class file

Personnel Examining History File

Past job announcements and duty statements